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NASSAU COUNTY

**Title : CLERK OF THE WORKS
(Temporary)**

SCHOOL DISTRICTS

Code: 480202 XKC

CLASS SPECIFICATION

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Competitive

GENERAL STATEMENT OF DUTIES

Performs technical inspections of buildings that are under construction, repair or alteration by a private company; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, and for the duration of a construction project not to exceed 18 months, the duties require the use of independent judgment in making building inspections and gaining compliance with legal requirements and prescribed specifications. The work is subject to review by professional engineering personnel.

TYPICAL DUTIES

1. Inspects buildings in the course of construction, alteration and repair.
2. Confers with contractor and insures adherence to standards and specifications.
3. Checks materials and arranges for laboratory tests.
4. Makes oral and written reports to superior as to progress of work.
5. Inspects heating, plumbing, ventilation, and electrical installations for compliance with specifications.
6. Keeps an accurate daily log of the work done and the equipment used by contractor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the principles, methods, materials, and equipment common to building construction.
2. Knowledge of codes and regulations governing building construction.
3. Ability to read and interpret a variety of blueprints, plans, and specifications applicable to building construction.
4. Ability to make skilled technical inspections and to enforce regulations firmly and impartially.
5. Ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Five years of satisfactory experience in large-scale building construction work, including two years in a supervisory capacity.

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